



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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October 24, 2002

IN REPLY PLEASE
REFER TO FILE: **PJ-1**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**EATON YARD IMPROVEMENTS PROJECT
APPROVE APPROPRIATION ADJUSTMENT
APPROVE TOTAL PROJECT BUDGET
AWARD AGREEMENT
SPECS. 6545; C.P. 88929
SUPERVISORIAL DISTRICT 5
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Approve the enclosed Appropriation Adjustment (Enclosure B) in the amount of \$116,000, to provide funding for the Eaton Yard Improvements Project from the Fiscal Year 2002-03 Flood Control District budget.
2. Approve the estimated total project budget of \$1,917,000 for the Eaton Yard Improvements Project detailed in Enclosure A.
3. Award and authorize the Director of Public Works to execute an agreement with La Cañada Design Group to provide architectural/engineering design and consultant services for the Eaton Yard Improvements Project for a not to exceed fee of \$119,544 funded by the Flood Control District, and establish the effective contract date following receipt of insurance certificates filed by the consultant.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow Public Works to proceed with design services for renovation of the Eaton Yard facilities.

Eaton Yard, located in Pasadena, is a subyard for Public Works' Flood Maintenance Division and serves Pasadena, Altadena, Sierra Madre, and portions of the San Gabriel Valley. The yard property was acquired and developed by the Flood Control District starting in the 1930s. Since that time, many of the buildings have become functionally obsolete and inadequate due to changes in equipment, staffing, environmental regulations, and building codes, as well as general deterioration over the years.

The proposed project consists of demolishing seven existing warehouse and storage structures, constructing a 7,800-square-foot warehouse, upgrading the entire electrical system, and improving the facility to comply with current National Pollutant Discharge Elimination System regulations. The National Pollutant Discharge Elimination System improvements will include adding a clarifier and washrack area, stormwater filtration device, and improving surface drainage.

Implementation of Strategic Plan Goals

This action is consistent with the County's Strategic Plan Goal of Organizational Effectiveness as the proposed improvements will allow Public Works to provide services in a more efficient and cost-effective manner. This action is also consistent with the County's Strategic Plan Goal of Fiscal Responsibility as the project is an investment in public infrastructure.

FISCAL IMPACT/FINANCING

The recommended agreement with La Cañada Design Group is for a total not to exceed fee of \$119,544. The total project cost, including plans and specifications, plan check, construction, equipment, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$1,917,000. The Project Schedule and Budget Summary are included in Enclosure A.

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The project is being funded by the Flood Control District. Sufficient appropriation will be available upon your Board's approval of the enclosed Appropriation Adjustment (Enclosure B) to fund the award of this agreement and other project costs estimated for Fiscal Year 2002-03. The Appropriation Adjustment will transfer \$116,000 from the Fiscal Year 2002-03 Services and Supplies Appropriation of the Flood Control District Fund to the Buildings and Improvements Appropriation of the Eaton Yard Improvements Project (C.P. 88929).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring of qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, La Cañada Design is willing to consider Greater Avenues for Independence Program participants for future employment.

La Cañada Design is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

ENVIRONMENTAL DOCUMENTATION

Awarding this agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to adopt plans and specifications and advertise for construction bids.

CONTRACTING PROCESS

La Cañada Design was selected using the Architectural Evaluation Board's accelerated architect/engineer selection process where the AEB provides a ranked list of qualified architectural/engineering firms for specific types of building design projects with a construction value less than \$2,000,000. Using this process, a single firm is chosen from the AEB's ranked list and invited to submit a proposal. The selection of La Cañada Design to submit a proposal was solely based on its qualifications to perform the design work.

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On February 3, 1998, your Board requested that contract opportunities be listed on the Office of Small Business website. However, this contract opportunity was not listed on the website because the AEB evaluation process was used. Public Works uses the Office of Small Business website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from website information.

On November 26, 2001, Public Works, under delegated authority, awarded a Consultant Services Agreement in the amount of \$26,470 to La Cañada Design for programming services. As a part of the program phase, La Cañada Design developed a scope of work and prepared a conceptual cost estimate for the project.

La Cañada Design has agreed to provide the recommended services for a not to exceed fee of \$119,544. This fee includes architectural/engineering design, construction administration, consultant, and additional and reimbursable services. Consultant services will include geotechnical and topographical survey services. The construction administration portion of the fee proposed by La Cañada Design is applicable to services during construction and will be billed only during construction. The fee for additional and reimbursable services will only be used if additional work is requested and approved by Public Works.

The negotiated fee is based on the County's architectural/engineering fee schedule approved by your Board on August 21, 1990. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

La Cañada Design's current fee schedule, Community Business Enterprise participation data, and three-year contracting history are on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended action will have no impact on current County services or projects.

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CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects) and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

DP:njc
A:\Eaton Board Letter.wpd

Enc. 2

cc: County Counsel
Department of Public Social Services (GAIN Program)

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ENCLOSURE A

**EATON YARD IMPROVEMENTS PROJECT
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I. PROJECT SCHEDULE

Project Activity	Schedule Completion Date
Award Design Contract	11/05/02
Execute Design Contract	11/20/02
Schematic Design	01/06/03
Design Development	03/11/03
Construction Documents	07/06/03
Jurisdictional Approvals	09/03/03
Construction Award	12/16/03
Construction Start	01/12/04
Substantial Completion	08/23/04
Final Acceptance	10/05/04

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Plans and Specifications	
Basic Design Services	\$ 76,009
Construction Administration	21,015
Additional Consultant Services	17,520
A/E Additional/Reimbursable Services	5,000
Total Plans and Specifications	<u>\$ 119,544</u>
Plan Check and Jurisdictional Reviews	\$ 19,500
Construction	
Construction	\$ 1,282,545
Change Order Contingency (10 percent)	128,255
Total Construction	<u>\$ 1,410,800</u>
Equipment/Utility Connection Fees	\$ 25,000
Other Consultant Services	\$ 47,500
Miscellaneous Expenditures	\$ 8,500
County Services	\$ 286,156
TOTAL	\$ 1,917,000

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ENCLOSURE B

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APPROPRIATION ADJUSTMENT